

Minutes for the Northeastern
Workforce Development Board
May 19, 2020

Call to Order. Chairman Zach Bray called the meeting to order at 6:00 p.m. The meeting is being held electronically per COVID-19 restrictions. Presence of a quorum was determined by roll call with **fourteen (14) members present:** Zach Bray, Dr. Kimberly Gregory, Dave Carroll, Sandi Brickhouse Smith, Larry Donley, Tameka Gibbs, Diane White, JD Williamson, Rex Anderson, Larry Lombardi, Dr. David Loope, Terri Gallop, Sean Lavin, and Michael Twiddy. **Members Absent with Notice:** Vernon Brinkley, Debra Keenan, and Janet Russ. **Guests/Partners/Staff:** Lora Aples, Matthew Fowler, Sheryl Stevens, Cindy Gossage, Annette Barnes, Kenny Kee, Emily Nicholson and David Whitmer.

Welcome/Introduction. Chairman Bray welcomed everyone to the meeting. He stated he wanted to start the meeting by thanking the staff for their very hard work over these past weeks. He said this has been extremely hard for everyone and he appreciates that work has continued and that participants were receiving excellent service despite the difficult situation.

Format/Logistics of Conference Call Meeting. Chair Bray explained the process for an electronic meeting, noting that there will be a roll call vote on every motion and that all board members need to stay on the call for the entire meeting. Chair Bray also referenced the Consent Agenda, explaining that the items on the consent agenda allows for one vote for all items, noting that if there are any items that a board member wishes to pull from the consent agenda for further discussion, they may do so and that item will be voted on separately. Interim Director Nicholson noted that Item (d) Extending One-Stop Operator Services, PY20 will require Larry Donley to abstain from the entire consent agenda vote since, because of his position, he has a conflict of interest with this item. She said that the item could be pulled for a separate vote which would allow him to vote on the other items. Larry said he would like the item to be pulled from the Consent Agenda. Chair Bray agreed and Item (d) was pulled for a separate vote.

New Board Member- Dr. Kimberly Gregory. Chair Bray introduced Dr. Kimberly Gregory, Director of College and Career Readiness at the College of the Albemarle. He noted that Dr. Gregory was approved by the Consortium at their April meeting and welcomed her to the board. Dr. Gregory replied she looks forward to working with the board and is pleased to be able to serve.

Approval of Agenda (Vote). Chairman Bray asked for a motion to approve the agenda. **It was moved by Dave Carroll, seconded by Tameka Gibbs, to approve the agenda as presented. Roll call vote: Yes – Chair Bray, Dr. Gregory, Dave Carroll, Sandi Brickhouse Smith, Larry Donley, Tameka Gibbs, Diane White, JD Williamson, Rex Anderson, Larry Lombardi, Dr. David Loope, Terri Gallop, Sean Lavin, and Michael Twiddy. Motion passed.**

Consent Agenda (Vote). Chair Bray explained each item on the consent agenda, noting the previous decision to pull item (d) for a separate vote. **It was moved by Michael Twiddy, seconded by Tameka Gibbs, to approve the Consent Agenda. Roll call vote: Yes – Chair Bray, Dr. Gregory, Dave Carroll, Sandi Brickhouse Smith, Tameka Gibbs, Diane White, JD Williamson, Rex Anderson, Larry Lombardi, Dr. David Loope, Terri Gallop, Sean Lavin, and Michael Twiddy. Larry Donley abstained. Motion passed.**

Extending One-Stop Operator Services, PY20 (Vote): Interim Director Nicholson explained that this is a contract extension as the bid was awarded last year and the contract allows for three 1-year extensions. **Motion by Sean Lavin, seconded by Terri Gallop to approve extending One-Stop Operator Services for 1 year. Roll call vote: Yes – Chair Bray, Dr. Gregory, Dave Carroll, Sandi Brickhouse Smith, Larry Donley, Tameka Gibbs, Diane White, JD Williamson, Rex Anderson, Larry Lombardi, Dr. David Loope, Terri Gallop, Sean Lavin, and Michael Twiddy. Motion passed.**

Administrative Reports. Interim Director Nicholson reported that staff is in the final stages of hiring two open career advisor positions for the Elizabeth City Career Center as well as the final stages of hiring the contract Local Career Pathways position. She reported that we have received guidance from the Department of Labor on how to conduct virtual enrollments so that is moving forward. Interim Director Nicholson said that a draft policy on purchasing laptops and other technology to loan to participants that need them for academic purposes has been sent to the Albemarle Commission attorney for review. In addition, we have received a grant of \$9,800 to develop a loaner program for those participants eligible for the Finish Line grant program. She gave an update on the Elizabeth City Career Center, reporting the official move-in date is scheduled for July 16-17 and that the center will be closed for those two days to facilitate the move. Interim Director Nicholson gave a brief explanation of the re-opening plans for both the career centers and NWDB, noting it is in line with the Governor's phased re-opening guidelines. She reported that staff continues to work on completing the Comprehensive 4-year plan, and it will soon be available for public comment.

NCWorks Elizabeth City and Edenton manager Matthew Fowler gave his report, stating that he is very proud of the way staff has handled themselves over the past few weeks. He reported that registration has almost doubled and staff is reaching out to those people in preparation for getting them back to work. He added that they have held several virtual job fairs and are still delivering services to those who are in need.

Dare County NCWorks manager Kenny Kee reported that staff are very busy. He noted that employers are starting to call people back to work, although he believes there will be more people looking for work than jobs available and staff is prepared.

Committee Reports. Included in the board packet for board information. There were no questions or comments.

PY20 NWDB Officers: Chair Bray stated that it is time to start thinking about electing a new Chair and Vice-Chair. The bylaws mandate the only private business members are eligible. Those eligible include himself, Janet Russ (current Vice-Chair), Sandi Brickhouse Smith, Sean Lavin, Diane White, JD Williamson, Rex Anderson, Deb Keenan and Vernon Brinkley. He stated that Janet Russ has indicated she is willing to continue to serve as the Vice-Chair and he is willing to serve as the Chair for another year. Chair Bray said that election of Chair and Vice-Chair will be brought before the board at the July meeting.

Other Business: There was no other business.

Adjourn (Vote). With no further discussion, Chairman Bray asked for a motion to adjourn. **Motion by Dave Carroll, seconded by JD Williamson to adjourn the meeting. Roll call vote: Yes – Chair Bray, Dr. Gregory, Dave Carroll, Sandi Brickhouse Smith, Larry Donley, Tameka Gibbs, Diane White, JD Williamson, Rex Anderson, Larry Lombardi, Dr. David Loope, Terri Gallop, Sean Lavin, and Michael Twiddy. Motion passed. Meeting adjourned at 6:47 p.m.**

The next meeting is scheduled for Tuesday, July 21st at 6:00 p.m.

NWDB Chairman, Gerald Z. Bray

Date